

Position Description



Position Description	Registered Nurse Health Team Leader
Reports to:	Practice Manager
Classification:	Registered Nurse, Nurses Award 2010
Tenure/Hours of Work:	40 hours per week FTE 1.0

Background

The Kirrae Health Service Inc was established in the 1970's and provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community in a manner that is effective, culturally sensitive and acceptable to the community.

1. Main Objectives of This Role

The main objective of this role is to coordinate and develop the Health Program and it's services including Chronic Disease Management, to achieve the vital objectives of improved outcomes in Aboriginal health. The position also includes the supervision and mentoring of members of the Health Program Team including other nursing staff, Aboriginal Health Workers and Health Promotion staff.

The program aims to:

- Improve the health of Aboriginal and Torres Strait Islander mothers, babies and children; including Immunisation.
- Improve the quality of life for people with a chronic condition; and over time, reduce the incidence of adult chronic disease.
- Provide Health Promotion events and activities
- Support good mental health initiatives and services for the Community we service

Kirrae Health Service – RN Health Team Leader PD	Created: September 3, 2013	V2.8
Reviewed: October 18, 2021	Next Review: Pctober 2023	

Position Description



2. Job functions and responsibilities

The Health Team Leader is responsible for the overall implementation and ongoing development of the Health Program.

Clinical Care

- Direct care work i.e. packed wound or refer on to appropriate health care/support and assist to engage with appropriate services for continuity of care.
- Triage – apply first aid if appropriate or refer to GP or Hospital Emergency Department;
- Patient contact, assessments and referrals
- Medication management;
- Provide information, advice and assistance for health conditions to patients;
- Attend Dr's sessions with Aboriginal Health Workers and GP's
- Manage and comply with all vaccine cold chain management processes including but not limited to twice daily fridge monitoring, monthly data log, training staff in cold chain management, annual self-audit, maintenance and review of poisons control
- Integrated Team Care Chronic Disease Management (ITC CDM)
- COVID19 testing
- Oversee COVID19 best practice systems

Program Management

- Build capacity of Aboriginal Health Workers through supervision, training and mentoring; this includes but is not limited to ongoing training in use of both manual and electronic blood pressure equipment, and PDC testing – to enable brief interventions and improve responsiveness of service;
- Liaise with maternal Health Nurse and other visiting services
- Liaise with Allied Health Services
- Supervise Health Team staff
- Liaise with the Social, Emotional and Well Being (SEWB) team as required
- Liaise with the HACC-PYP/CHSP Coordinator as required
- Resource management – ensure adequate equipment is available to the health service and provisions for ongoing maintenance

Compliance/Administration

- Ensure all requirements for National KPI's are met in an ongoing and proactive manner
- Ensure Kirrae Health Service IAHP Clinical Action Plan Targets are met and exceeded where possible
- Health Data Portal online reporting
- Maintain accurate client files and records in compliance with the Nurses Act 1993 and Kirrae Health Service Policy and Procedures
- Enter client data on Communicare (client database) in relation to all client activity.
- Oversee Indigenous Health Services Pharmacy Support (IHSPS) Program administration requirements

Kirrae Health Service – RN Health Team Leader PD	Created: September 3, 2013	V2.8
Reviewed: October 18, 2021	Next Review: Pctober 2023	

Position Description



-
- Internal auditing and quality activities
 - Participate in program evaluations
 - Comply with Kirrae Health Services' policies and procedures.
 - Ongoing creation and review of individual work plans

Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities to meet Quality Improvement Council Standards
- Work in conjunction with the Quality and Administration Coordinator to meet all Risk Assessment and QIC Accreditation criteria
- Play an active role in the KHS Risk Management Framework
- Participate in management meetings

3. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state

3. Key Performance Indicators

- NKPI targeted focus
- IAHP CQI Action Plan targets met
- Health Data Portal online reporting deadlines met
- Cold Chain Management processes adhered to
- Clear positive mentoring and supervision of Aboriginal Health Workers
- Participate in and contribute to Continuous Quality Improvement Activities
- All staff have current individual work plans
- Interactions with clients are kind, caring and respectful of each client's identity, culture and diversity

4. Reporting Relationships

Internal

- This position reports to the Practice Manager
- Board members
- This position is required to interact with all team members on a regular basis

External

- Community members
- Health professionals including GP's, Specialists and Allied Health Services
- Contact with other Aboriginal organisations including Goolum Goolum, Gunditjmarra, Windamara, DWECH, Wathaurong
- Represent organisation at network meetings as required or directed by Practice Manager.

Kirrae Health Service – RN Health Team Leader PD	Created: September 3, 2013	V2.8
Reviewed: October 18, 2021	Next Review: Pctober 2023	



5. Professional Development

- Participate in meetings, training, supervision and in-service education authorised and as directed by the Practice Manager;
- Participate in annual performance appraisals;
- Maintain registration with the Nursing and Midwifery Board of Australia.

6. Minimum Qualifications / Skills Required

- Registered Nurse – Level 3 (RN3), minimum, Level 4 desirable
- Current unrestricted drivers licence
- Ability to communicate effectively and sensitively with Health Service clients in a supportive, culturally appropriate and caring manner.
- Ability to work autonomously, exhibit a high level of initiative, and exercise tact and diplomacy as required.
- Ability to work collaboratively as a member of a diverse team and in partnership with other agencies
- Skills in advocacy, negotiation and the ability to deal with conflict constructively.
- Sound planning and organisational skills.
- Ability to balance administrative and client work in an environment of competing priorities
- Good leadership skills and ability to supervise staff effectively
- Well developed written and verbal communication skills.
- Ability to keep clear and concise client records.
- Ability to analyse issues/problems and propose solutions.
- Ability to competently use computing software including knowledge of Microsoft Office.
- Knowledge of Aboriginal health and social issues

EXPERIENCE:

- Experience working in Public or Primary health care
- Demonstrated ability to work collaboratively within a multidisciplinary team to achieve public health outcomes.
- Excellent verbal and written communication skills and report writing
- Confidence and ability to interact with a wide range of people
- Good organisational and time skills
- Excellent interpersonal skills
- Demonstrated ability to provide high quality case management
- Professional telephone communication and customer service experience.
- Client service planning, case coordination and or case/management experience.

Kirrae Health Service – RN Health Team Leader PD	Created: September 3, 2013	V2.8
Reviewed: October 18, 2021	Next Review: Pctober 2023	

Position Description



KNOWLEDGE:

- Knowledge and understanding of service models that support Aboriginal people to live independently in the community.
- Understanding and knowledge of the principles and practices of Workplace Participation, Workplace Diversity and Occupational Health & Safety.

ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff
- Contribute to and support positive staff morale.
- Show sensitivity to the needs of Health Service clients.
- Promote and present a positive image of Kirrae Health Service to other staff, clients and the community in general.
- A willingness to work with Aboriginal people and Aboriginal communities

9. Other

Employment is subject to a satisfactory Police Check and Working with Children's Check.

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: _____ Signed: _____ Date: _____

Kirrae Health Service – RN Health Team Leader PD	Created: September 3, 2013	V2.8
Reviewed: October 18, 2021	Next Review: Pctober 2023	